BTEC Assignment Brief

Qualification	Pearson BTEC International Level 3 Extended Diploma in Business and Hospitality
Unit number and title	**Unit 26: Events in Hospitality**
Learning aim	**A**: Investigate the types, characteristics and supervision of hospitality events
Assignment title	**Hospitality Events**
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	You are an events supervisor in a hospitality business and have been asked by your manager to produce a guide for new entrants to hospitality events.
Task 1	You will take the role of an event supervisor at a hospitality business and are required to prepare a booklet for new supervisory staff on different types of hospitality events. The supervision and roles will be an integral part of this guide. You will be required to: • describe characteristics of hospitality events • describe job roles and supervisory skills and attributes in conference, banqueting and events. • investigate documents used to aid the supervisor in planning, running functions. • evaluate the measures and procedures used, justifying recommendations made.
Checklist of evidence required	

Criteria covered by this task:	
Unit/Criteria reference	To achieve the criteria you must show that you are able to:
A.D1	Evaluate the structure, systems, supervisory roles and responsibilities of hospitality events making recommendations for improvements.
A.M1	Compare the venues and structure, supervisory roles and responsibilities in different hospitality events.
A.P1	Describe different hospitality events and their characteristics.
A.P2	Describe the staffing structure, supervisory roles and responsibilities in hospitality events.

Sources of information to support you with this Assignment	
Other assessment materials attached to this Assignment Brief	